



STATE OF TENNESSEE  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
DIVISION OF ACCOUNTS OFFICE OF PAYROLL  
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Dave Goetz  
Commissioner

TO: All Departmental Budget, Fiscal, Personnel, and Payroll Officers

FROM: Susan Walker, Director of F & A Payroll

DATE: March 5, 2007

SUBJECT: Second Quarter 2007 Payroll Schedule

The semi-monthly payroll schedule for April 1-15, 2007 through June 16-30, 2007 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 <sup>st</sup>	2 <sup>nd</sup>	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
4/1-15	10	4/19/07	4/20	4/23	4/24	4/25	4/26	4/27	4/30	**5/3/07
4/16-30	11	5/4/07	5/7	5/8	5/9	5/10	5/11	5/14	5/15	5/21/07
5/1-15	11	5/21/07	5/22	5/23	5/24	5/25	5/29	5/30	5/31	6/6/07
5/16-31	12	6/6/07	6/7	6/8	6/11	6/12	6/13	6/14	6/15	6/21/07
6/1-15	11	6/20/07	6/21	6/22	6/25	6/26	6/27	6/28	6/29	**7/5/07
6/16-30	10	7/3/07	7/5	7/6	7/9	7/10	7/11	7/12	7/13	7/19/07

The monthly payroll schedule for April through June 2007 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 <sup>st</sup>	2 <sup>nd</sup>	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
4/1-30	21	4/19/07	4/20	4/23	4/24	4/25	4/26	4/27	4/30	**5/3/07
5/1-31	23	5/21/07	5/22	5/23	5/24	5/25	5/29	5/30	5/31	6/6/07
6/1-30	21	6/20/07	6/21	6/22	6/25	6/26	6/27	6/28	6/29	**7/5/07

**\*\*Special Note** - The Lost Check Run for the April 1-15 (4/1-30 monthly) and June 1-15 (6/1-30 monthly) pay periods will run the third working day after payday instead of the normal fourth working day.

**\*\*\*Notify Office of Payroll of all checks to be pulled before 4:30 p.m. on the day of Calculate.** Any checks to be canceled or canceled and reissued after the day of Calculate will require a stop payment by Office of Payroll and the agency will notify the employee of the stop payment and to return the check.

Thank you for your assistance.

Download current schedules at <http://www.state.tn.us/finance/act/schedules>

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